

Campaign Finance
Report of
CONTRIBUTIONS & EXPENDITURES
for a
Political Committee

This document must be clear, legible *and* typed *or* printed in blue or black ink.

Section 24.2-914 of the Code of Virginia

Definitions, statutory references and filing instructions contained in the *Campaign Finance Disclosure Act Summary Guide*

<input type="checkbox"/> Check here if this report is an Amended filing.	SBE Committee ID Number:
NAME OF POLITICAL COMMITTEE	
MAILING ADDRESS (INCLUDE NUMBER AND STREET), CITY, STATE AND ZIP CODE	
DAYTIME TELEPHONE NUMBER (of person preparing this report) EMAIL ADDRESS FOR ACKNOWLEDGEMENTS	
NO ACTIVITY STATEMENT <input type="checkbox"/> I declare, subject to the penalties of Virginia's campaign finance law, that except for the addition of interest or dividend payments and/or subtraction of any bank service charges, no monies or other things of value have been received and no monies have been expended for this reporting cycle. Any interest or dividend payments and/or subtraction of bank service charges will be reported on the appropriate schedule of the next report for any period in which other activity occurs. The balance on hand at the end of this reporting period is: <div style="text-align: right;">\$ _____</div>	
VIOLATIONS OF VIRGINIA'S CAMPAIGN FINANCE LAW Any person or committee that fails to file any report, files any report late or fails to provide any required information in any report that is required by the <i>Campaign Finance Disclosure Act of Virginia</i> , will be considered to have violated the campaign finance law and that person or committee will be subject to the civil penalties set forth in the <i>Campaign Finance Disclosure Act Summary Guide</i> .	
POLITICAL COMMITTEE SCHEDULE:	
ALL POLITICAL COMMITTEES HAVE REPORTS DUE: <input type="checkbox"/> JULY 15, 2004 <input type="checkbox"/> JANUARY 18, 2005	PRE-ELECTION REPORTS DUE ** (**See Instructions for Pre-Election Report Requirements) <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>MAY GENERAL</u> <input type="checkbox"/> April 26, 2004 </div> <div style="text-align: center;"> <u>JUNE PRIMARY</u> <input type="checkbox"/> June 1, 2004 </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <u>NOVEMBER GENERAL</u> <input type="checkbox"/> October 25, 2004 </div> <div style="text-align: center;"> <u>SPECIAL ELECTION</u> <input type="checkbox"/> _____ <small>(Insert Date of Election)</small> </div> </div>
STATEMENT OF TREASURER OR OTHER COMMITTEE OFFICER	
I declare, subject to the penalties of law set forth above, that this report for the period _____ through _____, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.	
_____ <small>(DATE)</small>	_____ <small>SIGNATURE OF CUSTODIAN OF THE BOOKS OR OTHER OFFICER OF THE COMMITTEE</small>

Instructions for Completing this Form

Contributions & Expenditures for a Political Committee: this cover sheet is a two-purpose form and must be filed with every report either:

- When any item of value is received and/or when money is spent, this form must be filed along with Schedules G and H and any other schedules required by items reported thereon; **OR**
- If nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies are spent during the reporting period, file this form checking only the **“No Activity”** box. In this case, you will report in the space indicated, the “same balance” as that stated on line 19 of Schedule H of your last report until such time as you file a report for any period in which other activity has occurred. In the meantime, accurate record keeping is essential.

REQUIRED INFORMATION

Amended Filing	If this filing is amending a previously filed report, please indicate here by checking the box. The filer needs to only include the cover sheet and the schedules that are affected by the amendment.
SBE Committee ID Number	List the registration number that was issued to the committee upon registering with the State Board of Elections.
Name Line	List the full name of the political committee.
Mailing Address	List the complete mailing address of the campaign committee, the same way it appears on the <i>Statement of Organization</i> form.
Daytime Telephone Number and Email Address	List the daytime telephone number of the person that prepared this report. If you would like an electronic acknowledgement that the report is received, list the appropriate email address. If you list an email address, communication between SBE’s Campaign Finance Division and your committee will be done via the email address provided.
Date Report Completed and Signature	The treasurer or other committee officer whose name appears on the Statement of Organization must sign and date indicating the report is correct and complete.

****Pre-Election Reports Required for Committees that Exceed these Thresholds:**

- **Political or Party Committees:** \$500 or more to any PAC, local, state, or district political party committee.
- **County, City or Town Elections:** \$500 or more to any candidate **OR** \$1,000 or more to a combination of candidates running in a single locality.
- **General Assembly (Senate or House of Delegates) Elections Contributions totaling:** \$1,000 or more to any single candidate **OR** \$2,500 or more to a combination of legislative candidates.
- **Statewide (Governor, Lt. Governor and Attorney General) Elections:** \$2,500 or more to any single statewide candidate **OR** \$7,500 or more to a combination of statewide candidates.
- *Any political committee that exceeds any threshold amount within 13 days of an election must file a full Pre-Election report within 24 hours.

ALL COMMITTEES FILE:

ACTIVITY BEGINNING	ACTIVITY ENDING	REPORT DUE
January 1, 2004*	June 30, 2004	July 15, 2004
July 1, 2004*	December 31, 2004	January 18, 2005

* Activity begin date is the day immediately following the due date of the last filed report for committees that filed Pre-Election Reports.

Pre-Election Reports required for May 4, 2004 Election if *any* Threshold is met:

ACTIVITY BEGINNING	ACTIVITY ENDING	REPORT DUE
January 1, 2004	April 20, 2004	April 26, 2004
January 1, 2004	Date Threshold was Met	Within 24 Hours

Pre-Election Reports required for June 8, 2004 Primary Election if *any* Threshold is met:

ACTIVITY BEGINNING	ACTIVITY ENDING	REPORT DUE
Last Filed Report	May 26, 2004	June 1, 2004

Pre-Election Reports required for November 2, 2004 Election if *any* Threshold is met:

ACTIVITY BEGINNING	ACTIVITY ENDING	REPORT DUE
July 1, 2004	October 20, 2004	October 25, 2004
July 1, 2004	Date Threshold was Met	Within 24 hours

Pre-Election Reports required for a Special Election if *any* Threshold is met:

ACTIVITY BEGINNING	ACTIVITY ENDING	REPORT DUE
Last Filed Report	13 days before the election	8 Days Before Election

Where to file Contribution and Expenditure reports:

- ALL Political Committees that file electronically, file with the State Board of Elections only. *Electronic filers must file by 11:59PM on the report's due date.*
- Political ACTION Committees file with the State Board of Elections only. *Paper reports must be postmarked on or before the report's due date.*
- Political PARTY Committees that file paper forms, file with both the State Board and the Electoral Board of their locality. *Reports filed with the State Board must be postmarked on or before the report's due date. Reports submitted to local offices must be submitted by the close of business on the report's due date.*